

FAIR OAK JUNIOR SCHOOL

FIRST AID NEEDS ASSESSMENT



Name of School	Fair Oak Junior School
Date of Policy Issue	November 2025
Review Date	November 2026
Name of Interim Headteacher	Zoe Loosemore
Signature of Interim Headteacher	<i>Z. Loosemore</i>
Signature of Chair of Governors	<i>T. Dancer / R. Holmes</i>

INTRODUCTION

This guidance explains what is necessary to meet the requirements of Hampshire County Council's first aid procedure. Under health and safety legislation, employers must ensure that there are adequate and appropriate facilities and equipment for providing first aid to employees, pupils and service users. This guidance should be read in conjunction with the Corporate First Aid procedure.

First aid is treatment for preserving life and minimising the consequences of injury and illness until suitable medical assistance is gained, if necessary. First aid does not cover the administration of medication - please see DFE guidance on school specific policies, procedures and protocols for Supporting pupils with medical conditions ([Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)).

GUIDANCE

To meet corporate policy requirements, schools must have the following in place:

- First aid needs assessment (risk assessment)
- First aid policy
- First aid training records
- Records of first aid kit checks
- Records of first aid activities/treatments
- Clear communication for staff and visitors on who the first aiders are and how to contact them
- First aid accommodation (area available to carry out first aid and store first aid supplies).

First Aid Needs Assessment

Headteachers/Responsible Managers are required to develop and formalise arrangements for dealing with first aid; this is based on a suitable and sufficient needs assessment.

Schools should consider the likely risks to staff, pupils, and visitors when deciding on the numbers of first-aid personnel, materials, facilities, and equipment required when creating the policy. The needs assessment should consider:

- The hazardous nature of any activities in the workplace including specific activities e.g., using chemicals, machinery, and plant.
- The need to provide first aid for those other than employees, e.g., service users including vulnerable persons, children, volunteers, members of the public, catering staff.
- The size and characteristics of the workplace, establishment or setting, and distance between buildings or sites.
- The remoteness of the establishment/setting from emergency medical services.
- Locations of lone workers.
- Historical accident information and data.
- Provision when employees work part time, take annual leave or are off sick
- Work away from base including travelling and any off-site activities.
- Age of children - at least one person with a current paediatric first aid certificate must be always on the premises, and on school trips when Early Years children are present.

- Off-site visits and activities with children - schools should refer to the EVOLVE online system and contact the Outdoor Education team for advice and guidance.

Appendix 1 has some examples that the HSE have put together to show potential levels of first aid cover. Although these give some direction on what level of provision may be suitable for a workplace it does not consider site specific risks and needs.

The First Aid Needs Assessment template and guidance in Appendix 2 can be used to help assess and record the first aid needs and requirements for your school. The First Aid Needs Assessment should be reviewed at least annually, or more frequently if there are any changes, to ensure that the provision is adequate. Changes may include the number of pupils and staff, the capability of pupils, or staffing ratios.

First Aid Personnel

The Headteacher/Responsible Manager must arrange adequate and appropriate training for staff who volunteer to be first aiders or appointed persons, to ensure that there are enough trained staff to meet the findings of the needs assessment.

There are different levels of qualification available to help meet the requirements of the needs assessment:

- Appointed Person (AP)
- Emergency First Aid at Work (EFAW)
- First Aid at Work (FAW)
- Paediatric First Aid
- Schools First Aid.

Appointed Persons (AP) - employees who have been nominated to take charge of the first aid arrangements ensure that medical assistance is summoned if required and ensure that first aid equipment and provisions are sufficient. Appointed persons are not necessarily first aiders and should not give first aid treatment for which they have not been trained. It is good practice to ensure that appointed persons also have emergency first aid training/refresher training.

Emergency First Aid at Work (EFAW) - a one day course which provides staff with the practical skills needed to administer emergency first aid to adults in the workplace.

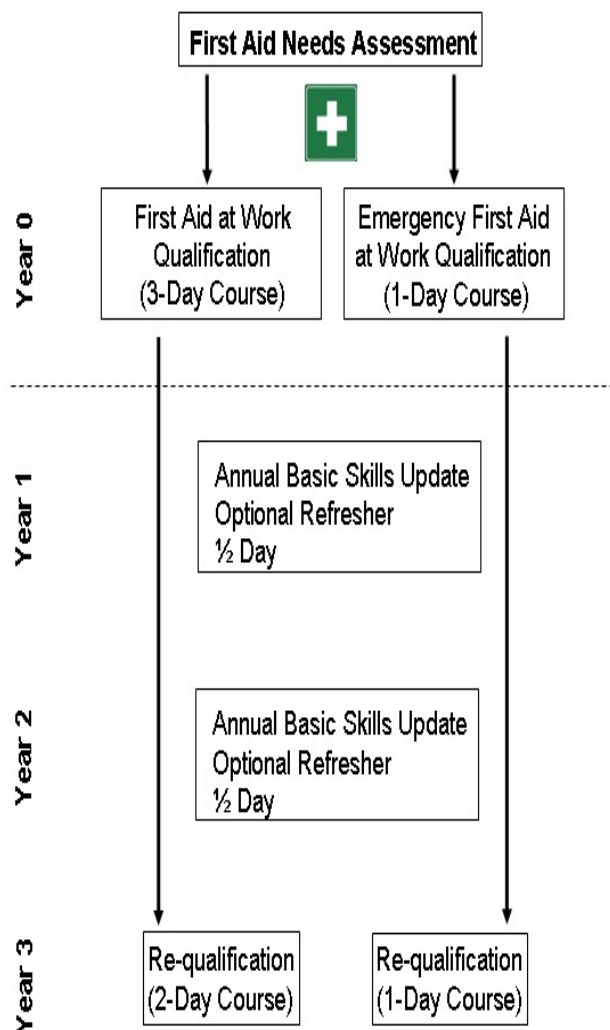
First Aid at Work (FAW) - training includes EFAW but also equips the first aider to apply first aid to an additional range of injuries and medical conditions. The course is held over three days.

Paediatric First Aid - An Early Years Foundation statutory requirement. The training is held over two days and provides the practical skills needed to administer emergency first aid to young children in educational and other care settings.

First Aid in Schools - a course which provides staff with the practical skills to administer emergency first aid to children in an educational/care setting.

First aid course content may vary, schools should check with their training provider prior to booking.

The flow chart below explains the process for the FAW and EFAW qualification.



Training Records

First aid qualifications are valid for 3 years, but there are optional annual refresher courses that staff can undertake.

First aid certificates will be issued by the training provider and a copy should be retained by the school. It is recommended that a form of training matrix is kept to log training, schedule requalification and refresher courses, and to ensure adequate levels of first aid cover are monitored and maintained.

First Aid Policy

Headteachers/Responsible Managers are responsible for recording and implementing the school's first aid arrangements. This can form part of the school's Health and Safety Policy or can be a standalone document. Our First Aid Policy can be found on the school website.

The policy and arrangements must be shared with all staff (including temporary, part time or agency staff). Staff must be informed who the first aiders are, how to contact first aiders, and what procedures must be followed in emergency situations.

First aid notices should include the names of qualified first aiders and contact information, these should be clearly displayed and updated with any changes.

The Headteacher/Responsible Manager should ensure that parents or anyone visiting the school are aware of the school's arrangements for first aid and how to get help if required.

In the event of an accident or emergency requiring first aid treatment, the school should have procedures for contacting the child's parent/guardian/named contact. This could be by calling them immediately in the instance of a serious injury, or by sending a letter home with the child at the end of the day for minor injuries.

Local arrangements should be in place for accompanying children and vulnerable persons to hospital.

Insurance

Hampshire County Council insurance arrangements cover employees who are recognised as First Aiders. This cover is provided for first aid provision that is given to employees, service users, pupils, visitors and members of the public. Employees must have passed the level of required training and be administering first aid as part of their County Council duties.

Medical Room and Equipment

The Schools Premises (England) Regulations 2012 require every school to have suitable accommodation that can be used for medical treatment when required.

It is recommended that first aid areas:

- Be clean and ready for immediate use when needed.
- Be appropriately stocked.
- Have hand-washing facilities available.
- Be reasonably near to toilet facilities.
- Be identified with the white cross on green background symbol.
- Be easily accessible to stretchers and other equipment needed to move patients to and from the room.
- Be located on the ground floor where practicable.
- Lead to a suitable external exit route.
- Have some form of emergency lighting where necessary.

First aid kits should be clearly identified with a white cross on a green background, and boxes should be made of a suitable material designed to protect the contents; they should be placed in readily accessible locations. Additional provision should be made in particularly hazardous or remote areas e.g., workshops, laboratories, sports areas, kitchens, minibuses etc.

The contents of a first aid kit should be based on the needs assessment; British Standard (BS) 8599 first aid kits can be used as a starting point. Higher risk areas may need additional first aid kit items, e.g., additions such as burns gel in a kitchen first aid kit, and scissors in a swimming pool first aid kit.

The contents of first aid kits should be checked regularly and if necessary, restocked by a nominated person, usually an appointed person or lead first aider. A record of the checks should be kept. A template checklist for first aid kits is available in Appendix 3.

Where staff work or travel away from their place of work or are home based, some provision for first aid may be required, dependent on the type of risks involved. This may be no more than the provision of a small first aid kit so that the individual can self-administer first aid.

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container, which is in a prominent position, maintained and in good condition, and readily available for use.

The HSE have examples of suggested minimum first aid kit contents, including travel and transport first aid kit recommendations.

Defibrillators

Currently it is not a requirement for HCC schools to have Automated External Defibrillators (AEDs) on site. The need for AEDs should be considered and decided upon locally through the first aid needs assessment.

Schools who decide to purchase an AEDs will need to train a sufficient number of first aiders in its use, ensure the AED is available while the school is open, and ensure the defibrillator is checked and maintained in accordance with manufacturer's instructions. Please refer to DFE guidance for schools on AEDs for further information.

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids, and disposing of dressings or equipment.

Schools should ensure that domestic and clinical waste is segregated. Used gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Reporting Accidents and Incidents

All incidents, accidents, near-misses, dangerous occurrences, and work-related ill health in HCC schools should be recorded on the Corporate online incident reporting system (other than minor bumps, which should be recorded locally). Refer to HCC Corporate procedure and guidance - Accident and Incident Reporting.

Local arrangements should be in place for accompanying children and vulnerable persons to hospital and for contacting parents/guardians.

Retention of Records

Copies of records detailing first aid given to staff members and first aid needs assessments should be kept in accordance with HCC data retention requirements. Any information kept on individuals must follow the General Data Protection Regulation requirements.

Further Guidance

Department for Education - First Aid in Schools guidance:

<https://www.gov.uk/government/publications/first-aid-in-schools>

Department for Education - AED's In Schools guidance:

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

HSE first aid kit guidance - [First aid in work: What to put in your first aid kit - HSE](#)

Appendix 1

The table below is HSE's general guide on how many first aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a workplace, it does not consider site specific risks and needs.

Category of risk	Numbers employed at work	Guidance on number and type of first aid staff to be available on site at any time
Lower hazards e.g., offices, shops, libraries	Less than 25	An appointed person
	25 - 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof
Higher hazards e.g., light engineering, assembly work, food processing, warehousing, work with dangerous equipment or sharp instruments, construction, chemical manufacture	Fewer than 5	An appointed person
	5 - 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	More than 50	One additional first aider for every 50 persons or part thereof

This table gives examples of first aid cover that the HSE have put together to help give an indication on the numbers and types of training that schools may require. For offices, residential units and other locations, the level of provision will be very different dependent on the risk.

	Secondary School – 1588 pupils and 150 staff		Primary School – 320 pupils and 26 staff	
First aid personnel	Required Y/N	Number needed	Required Y/N	Number needed
First aider with First Aid at Work (FAW) certificate	Yes	At least 3 on duty at all times while people are at work. However, because of the size of the site and number of pupils you may wish to increase that level of provision.	No	0 (nil)
First aider with an Emergency First Aid at Work (EFAW) certificate	No	0 (nil)	Yes	At least 1 on duty at all times while people are at work.
First aider with additional training (specify)	Yes	Indicates first aiders should have training in anaphylaxis. May also be a requirement on the management of sports related injuries. May wish to consider Automated External Defibrillator (AED) training.	Yes	Indicates first aiders should have training in major illness, paediatric first aid and anaphylaxis. Training can either be provided to existing Emergency First Aid at Work (EFAW) qualified staff or alternatively staff can be trained in paediatric first aid.
Appointed Person	No	0 (nil)	No	0 (nil)
First aid equipment and facilities	Required Y/N	Number needed	Required Y/N	Number needed
First aid kit	At least 3	In locations easily accessible to the whole school.	At least 2	Locations easily accessible across the school.
Additional equipment (specify)	AED	May be required if there are pupils/staff with a history of cardiovascular problems.	No	0 (nil)
Travelling first aid kit	Yes	At least 1 per vehicle.	No	0 (nil)
First aid room	Yes	1	Yes	1

Appendix 2

This needs assessment template is for schools/sites to use to highlight what issues you might need to consider, and to record your findings.

Part 1		Assessment of First Aid Needs
Name of Premises/School/Organisation		
No.	Aspects to consider at your premises	First aid provision considerations (insert your information here)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>General cuts, scrapes and bruises from everyday play. First aid boxes in each classroom and taken to PPA/break. Appointed persons nominated and staff trained regarding first aid. Children with specific care plans have these plans located in their class first aid box. Epi-pens are kept with children who need them as are inhalers in class boxes due to the size of the school (inhaler usage is monitored and recorded).</i>
2	Are there any specific risks (e.g., work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc)?	<i>Cleaning and site team work with hazardous substances / machinery. All completed under COSH regulations and training provided. Risk assessments followed at all times.</i>
3	Are large numbers of people employed on site?	<i>Large number of staff and children on site. Therefore, first aid boxes are located throughout the school in each classroom for ease of access to first aid equipment. Increased staff and pupils = increased number of staff trained as first aiders.</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>At the last monitoring there were no trends other than general cuts, scrapes, bruising from falling outside during play. First aid boxes are taken out to home playgrounds with children and can be easily accessed and incidents noted.</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>Children with specific health conditions have health care plans in place and extra training is provided for staff working with these children ie. Diabetic children.</i>
6	Are there clients or service users on the site who may need first aid?	<i>We do have visitors on site from children's services, other schools, maintenance providers/contractors etc. All of which are supervised.</i>

7	Is there first aid cover for lunch times and at the beginning and end of the working day?	<i>First aid cover is available throughout the day. (First aiders are on site from 7.45am until 6pm).</i>
8	What is the site layout, and will the layout require additional first aid cover and equipment/kits for separate buildings or floors of a multi-storey building?	<i>First aid kits throughout the school and radios are in each classroom to enable all staff to call for assistance when needed. Epi-pens/inhalers with child/in first aid box for easy access wherever they are in the school.</i>
9	Do you have any work experience trainees?	<i>We have university students / SCITT students on site and the first aid provision covers them also.</i>
10	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>No</i>
11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	<i>Less staff in 7:30 – 8:30 and less 5:30 + and occasionally some lone workers following lone worker policy.</i>
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>First aid cover good throughout the school day.</i>
13	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>HS3C on the same site – but our first aid policy is acted on throughout the whole school.</i>
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>We are not remote at FOJS – Southampton Hospital / Winchester Hospital both local. Likely to arrive to an emergency fairly quickly.</i>
15	Do some staff work alone or remotely (including contracted home workers)?	<i>Lone workers have access to first aid boxes located within their classrooms.</i> <i>Staff working alone as per the lone working policy will contact the Headteacher and check in every 2 hours and when they leave the building.</i>
16	Do you have service users aged five years of age or younger?	<i>No</i>
17	Do members of the public visit your premises?	<i>Occasionally we have larger numbers of the public on the site for events such as sports days, parent's evenings, plays. Extra staff, pupils and visitors need to sign in when entering the site for safeguarding and health and safety purposes.</i>

18	Do you have any employees with reading or language difficulties?	
<p>Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take annual leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.</p>		
Part 2	Summary of required first aid provision	
Name of Premises/Organisation/School		Fair Oak Junior School
Level of First Aid staff (type of provision)	Numbers of staff required to be on site at any time	Numbers to be trained to meet on site requirement
Qualified First Aider	When all children in 7 When below 50 (1)	7
Emergency First Aider		
School First Aid Trained	0	(All staff had training 1 year ago)
Paediatric First Aid Trained	0	0
Appointed Person	1	5
Other: (Please specify)		
<i>(Note: This is not to include any training requirements for medicine administration.)</i>		
First Aid Kits	Quantity required	Locations of First Aid kits
Yes/No	4 +	25 – in each classroom, staff room, office, first aid room, PPA and home ec. room
Travel First Aid Kits	Quantity required	Locations of Travel First Aid kits
Yes/No	2	Minibuses / coaches (1 per coach)
First Aid Rooms/Areas	Quantity required	Location of rooms

Yes / No	1	'The Street' – main school corridor	
Defibrillator/Additional equipment	Quantity required	Location of rooms	
Yes/No (Please list)		The Office	
First Aid Needs Assessment Completion			
Manager's comments	Zoe Loosemore		
Name of manager	Signature of manager	Date	
Zoe Loosemore	Zoe Loosemore	November 2025	
Assessment reviews	Set future review dates and sign/comment upon completion		
Review date	Reviewed by	Reviewer's signature	Remarks

Appendix 3

School Name: Fair Oak Junior School

First Aid Kit Checklist

	First Aid Kit Location/Kit number									
	Peake	Sharman	Valentina	Jemison	Johnson	Storey	Hawking	King	Nightingale	Atten..
Does the first aid kit include a minimum contents list?										
Does stock level reach minimum requirement?										
Are all items within expiry date?										
Are all items in good condition?										
Is the first aid kit container in good condition?										
Is the location of the first aid kit accessible?										
Is the first aid location sign present and in good condition?										
Is the list/sign of trained first aiders present and up to date?										

Comments/Actions	
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Name		Signature	
Date			

